

Example Client Authorization Letter past performance

“Dear \_\_\_\_\_ (client)

We are currently responding to the Federal Aviation Administration’s SIR No. DTFAWA-09-R-00340 for the procurement of ATO-R System Operations Management and Administrative Support Services (SOMASS).

The FAA is placing increased emphasis in its procurements on past performance as an evaluation factor.

The FAA is requiring that past or current clients of companies responding to its SIR be identified and their participation in the evaluation process be requested. In this regard, we have identified

Mr./Ms. \_\_\_\_\_ of your organization as the point of contact based on his/her knowledge concerning our work. We, therefore, request that you complete the attached past performance questionnaire and e:mail the required response to the FAA Contracting Officer at [jose.benitez@faa.gov](mailto:jose.benitez@faa.gov) as an attachment to the message. Questionnaires may also be mailed, hand carried or delivered by courier or express mail to the Contracting Officer at the following address:

Federal Aviation Administration  
ATTN: Jose E. Benitez, AJA-48  
Contracting Officer, Room 408  
800 Independence Avenue, SW  
Orville Building (10A)  
Washington, DC 20591  
Phone: 202-493-5573